

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Organisation: Rodrigues Regional Assembly (Judicial Services)

Post: Court Officer

Salary: Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 40,300 (12 038 073)

Effective Date: 05 February 2024

Qualifications: By selection from among candidates who –

- (i) possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo, both theoretical and practical training including on-the-job training for a period of at least one year, in all aspects of the work of a Court Officer. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of Court Officer, as and when vacancies occur.

- Duties:**
1. To receive, lodge, process civil and criminal cases and issue summonses, court orders, remand sheets and civil warrants and to make appropriate entries in Cause Books and Registers.
 2. To prepare and keep court records and documents and to assist in the preparation of Cause Lists.
 3. To act as Registrar in civil and criminal cases making use of the electronic system and/or by long-hand recording.

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CERTIFIED CORRECT

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L. M. K. Lam Ping Fong
for Secretary for Public Service

05 February 2024

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-2-

4. To guide and assist court users in regard to their cases or requirements and ensure a positive relationship with the court system.
5. To assist the Court in the preparation of leaflets, pamphlets and other documents for the information of the general public and the dissemination thereof.
6. To coordinate the requirements of court users, the Courts and the other professions.
7. To perform simple clerical duties such as the preparation and processing of straightforward documents, records, including the drafting of replies to simple correspondence.
8. To act as general interpreter for English, French and Creole.
9. To perform the duties of Cashier, as and when required.
10. To operate modern office equipment such as telefax machine and to perform computer/data processing work and microfilming.
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Court Officer in the roles ascribed to him.



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